

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the major responsibility of which is the implementation and management of fire training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for conducting classes for departmental employees and maintaining related records. The employee of this class has no direct supervision over fire department personnel; however, the incumbent performs functional supervision over departmental employees with regard to safety procedures at the scene of a fire or emergency and during training. The employee of this class works with little supervision, having the authority to work independently in most areas, and reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Provides for, manages, tracks and evaluates employee training at all levels to meet the needs of the department. Oversees the development of a departmental training program and maintains a library of training materials for use by employees. Conducts training in the classroom, in the field or at the station in the following areas: basic fire fighting, emergency medical services, hazardous materials, inspection, investigation, safety procedures, fire prevention, fire communications, supervision, pre-fire planning, laws applicable to fire service operations or any other related subjects assigned or required. Plans, coordinates and schedules departmental or outside training for all department employees as directed. Develops job simulation exercises to rate skills acquired during training. Prepares lesson plans, training material and written tests for training classes. Performs and oversees the administration and grading of tests. Reviews the response of personnel at the emergency scene in order to evaluate the effectiveness of the training program and to determine whether additional training or changes are needed. Provides employees with "on-the-job" training and assistance in technical areas of work. Oversees and evaluates the performance of employees in the training and safety environment, discussing such performance with employees and their superiors. Promotes peace and harmony within the training environment by seeing that discipline is maintained, providing counseling to employees experiencing work problems or taking any other action deemed necessary.

Develops and supervises the coordination of a safety program for

the department by assuring that such program is properly supplied with training resources and by working with supervisors of divisions throughout the fire department to implement safety procedures. Determines the effectiveness of the safety program by devising evaluation methods and making recommendations for improvements. Demonstrates safety equipment and practices. Observes department personnel to ensure proper use of prescribed safety equipment. Conducts research to identify hazards and evaluate the loss-producing potential of a given operation. Develops and recommends accident and loss control systems and programs in order to reduce or eliminate occupational injuries or financial losses. Investigates all accidents involving department equipment or personnel to determine cause and make recommendations on procedures to avoid future accidents.

Responds to all alarms or emergency calls for which the department is answerable, and personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene of a fire or emergency. Supervises employees and directs operations at the emergency scene involving basic fire fighting, first aid, CPR and emergency medical assistance. Maintains communications between the fire scene and other authorized personnel, calling for assistance, relaying information and coordinating activities between fire and law enforcement personnel. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Observes fire suppression, rescue operations and related duties to assure compliance with established safety procedures. Makes notes and takes photographs at the scene for use in training. Participates in handling emergencies involving hazardous materials.

Supervises the preparation and maintenance of all training and safety division records and reports. Makes decisions concerning the form in which records should be kept and what information should be included. Periodically inspects systems and facilities for keeping records. Oversees the completion and filing of all forms, records and reports pertaining to training or safety. Reviews and evaluates reports written by fire department employees. Manages the accounting for money and assets of the division. Prepares requests for grants or other special funds to aid in the operation of the fire service. Gathers needed information and prepares a training and safety budget. Uses established budget parameters to purchase equipment and supplies for the division.

Sets management policies, goals, and objectives regarding the training and safety division. Monitors and evaluates local conditions which may become fire or safety hazards. Conducts research of technical data including local fire reports, statistics and specifications in order to integrate such material into the training program. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Recommends changes in department operations that will help the district obtain favorable ISO ratings. Attends conferences, seminars or other educational meetings in order to keep informed on modern fire fighting methods and administrative practices. Participates in

developing a personnel recruitment and selection program by reviewing applications for employment and helping to interview prospective employees. Makes arrangements for agility testing for newly hired employees.

Informs the public about the work of the fire department by answering telephone inquiries, delivering talks or demonstrations, distributing literature, conducting tours of the department or by participating in public education programs with other fire department divisions. Acts as a consultant for local volunteer fire departments by providing technical expertise, assistance and cooperation in training and safety.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have at least five (5) years of full-time experience with a paid fire department in fire service positions involving fire suppression, fire department training or administrative duties.